

## **What Are the Do's and Don'ts of Using Multimedia?**

Do explore opportunities to create and incorporate various types of media into your courses. Don't be afraid to experiment! Do seek out resources on your campus that you can use to accomplish this. Is there a TV studio where you can record short video clips and audio clips to get high-quality files? Are there people on campus who would be willing to collaborate with you on your project? For example, is there a theatre student who will record voice-overs for your lectures if you don't think you sound good when recorded?

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If you are recording audio or video to be used in your multimedia, don't go into the studio un-prepared! Write a script; rehearse your script and **STICK TO IT** when you are recording. You will waste valuable time during recording and the resulting editing process if you don't rehearse. Also, being prepared helps you sound much more professional. English was not the native language of many of the instructors I worked with. Most of them found that they were much more comfortable with the recording process and felt they sounded better when they followed a script.

Have all of your materials prepared ahead of time. Do not try to draw diagrams or write notes during the recording session. Even a couple of seconds of lag time translates into deadly silence in the finished product.

Suggestion: Prepare the media for one piece of content and put it all together into one complete lesson to see if it works (and to see if you like it). This will also reveal how much time it will really take for development and what issues are going to arise.